

May 15, 2000  
DT-00-020

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Barbara A. Mullen-Roth  
Associate Director for Education  
and Program Services

SUBJECT: **Introductory** and **Intermediate** Ethics Courses  
Offered in June 2000

The U.S. Office of Government Ethics (OGE) will offer introductory and intermediate ethics training in several cities in June. The course titles, dates, times and course descriptions are listed below:

**Indianapolis, IN - June 7-8, 2000 - Introductory courses:**

Misuse of Position	6/7/00	1:00 p.m. - 3:30 p.m.
Gifts Between Employees	6/8/00	9:00 a.m. - 11:00 a.m.
Disqualifying Financial Interests	6/8/00	12:30 p.m. - 3:00 p.m.

**Cleveland, OH - June 13-14, 2000 - Introductory courses:**

Misuse of Position	6/13/00	9:00 a.m. - 11:30 a.m.
Disqualifying Financial Interests	6/13/00	1:00 p.m. - 3:30 p.m.
Post Employment	6/14/00	8:30 a.m. - 11:30 a.m.

**St. Paul, MN - June 15-16, 2000 - Intermediate courses:**

Intermediate 18 U.S.C. § 208	6/15/00	8:30 a.m. - 11:30 a.m.
Exemptions and Waivers Pursuant to § 208	6/15/00	1:00 p.m. - 4:00 p.m.
Intermediate Post Employment	6/16/00	8:30 a.m. - 11:30 a.m.

**Introductory Course Descriptions:**

The **Misuse of Position** course provides a broad overview of Subpart G and includes a four-step approach to determine whether proposed actions are prohibited by the misuse subpart.

The **Gifts from Outside Sources** and **Gifts Between Employees** courses are designed to provide a general overview of Subparts B and C of the Standards of Conduct.

The **How to Identify Disqualifying Financial Interests** course provides seven steps to identify disqualifying financial interests and serves as a "nuts and bolts" refresher on 18 U.S.C. § 208.

The **Post-Employment** course provides both an overview of the post-employment statute, 18 U.S.C. § 207, as well as a step-by-step methodology for analyzing post-employment situations.

**Intermediate Course Descriptions:**

The **Intermediate 18 U.S.C. § 208** course examines in detail the coverage and application of 18 U.S.C. § 208. The course covers the elements of § 208 and methods for resolving § 208 conflicts.

The **Exemptions and Waivers Pursuant to 18 U.S.C. § 208** course reviews the executive branchwide exemptions from 18 U.S.C. § 208 and the regulatory requirements for the issuance of waivers in individual cases.

The **Intermediate-Post Employment** course is designed to sharpen analytical skills that are used when applying the various post-employment restrictions to specific fact scenarios. The course analyzes six different post-employment situations and covers a variety of executive branch restrictions with post-employment ramifications.

All courses are offered **free of charge**. However, advance registration is required. Each person planning to attend **MUST** register by faxing a completed registration form to OGE **not later than one week before course date**. Registration will be handled on a **first-come basis** and each course is limited to 40 participants. NO TELEPHONE OR E-MAIL REGISTRATIONS CAN BE ACCEPTED. Attached are registration forms. Please fax completed forms to:

Sheila Powers  
OGE Event Coordinator  
FAX Number: 202-208-8039 (or 8038)

OGE will confirm each student's registration by return fax several days prior to the date of the course. Because you are our primary means for advertising training courses, please circulate this memorandum with its attachments among your ethics officials as soon as possible.

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OGE plans to conduct additional ethics introductory courses this summer in the following cities:

Kansas City, MO  
Las Vegas, NV  
Memphis, TN  
Pittsburgh, PA  
San Antonio, TX

For your convenience, current information on OGE training may be found by accessing the following:

OGE's Web Page:

**[www.usoge.gov](http://www.usoge.gov)**  
("What's New In Ethics")

Recorded Training Announcements: 202-208-8000, ext. 8201

For additional information about OGE training, you may contact Ms. Powers via E-mail: <[sapowers@oge.gov](mailto:sapowers@oge.gov)> or phone: 202-208-8000, extension 1104.

Attachments